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**CPM Participants – The ASCP and ESCP Electives (the ones listed in green) DO NOT count as elective credit towards the CPM Program.**



## FY2020 TRAINING CALENDAR

For further information, please contact:

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DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
<b>JULY 2019</b>				
8-12	Basic Supervisory Course	8:30-4:00	*30	--
	<b>CPM ELECTIVE CLUSTER 1</b>			
8	• Value of Ethics for Public Managers	8:30-4:00	6	--
9	• Mission Matters: Value in the Workplace	8:30-4:00	6	--
10	• Effective Interviewing Skills	8:30-4:00	6	--
11	• Adaptive Leadership	8:30-11:30	3	--
15-17	ASCP Level 1	8:30-4:00	--	--
22-26	CPM Level 2	8:30-4:00	--	--
	<b>ASCP ELECTIVE CLUSTER 1</b>			
29	• AC-201: Writing Advantage for ASCP	8:30-4:00	--	6
30	• AC-101: Cultural Diversity	8:30-4:00	--	6
31	• AC-101: Techniques for Managing Stressful Situations	8:30-11:30	--	3
31	• AC-101: Rights and Responsibilities	1:00-4:00	--	3
Aug 1	• AC-201: How to Manage Multiple Priorities	8:30-4:00	--	6
29-Aug 2	CPM Level 4	8:30-4:00	--	--
<b>AUGUST 2019</b>				
5-9	Basic Supervisory Course	8:30-4:00	*30	--
5-9	CPM Level 1	8:30-4:00	--	--
	<b>CPM ELECTIVE CLUSTER 2</b>			
12	• Using MBTI for Enhanced Communication	8:30-4:00	6	--
13	• Media Matters: Managing the Media and Your Message	8:30-4:00	6	--
14	• Caring Customer Service	8:30-4:00	6	--
15	• CPM Project Workshop	8:30-4:00	6	--
19-23	CPM Level 1	8:30-4:00	--	--
	<b>ASCP ELECTIVE CLUSTER 1</b>			
19	• AC-201: Writing Advantage for ASCP	8:30-4:00	--	6
20	• AC-101: Cultural Diversity	8:30-4:00	--	6
21	• AC-101: Techniques for Managing Stressful Situations	8:30-11:30	--	3
21	• AC-101: Rights and Responsibilities	1:00-4:00	--	3
22	• AC-201: How to Manage Multiple Priorities	8:30-4:00	--	6
26-29	HRC Level 1	8:30-4:00	--	--
	<b>CPM ELECTIVE CLUSTER 3</b>			
29	• Communicating with Employees: The Critical Link	8:30-4:00	6	--

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DATE(S)	COURSE TITLE	TIME	CPM Elective Credit	ASCP Elective Credit
30	<ul style="list-style-type: none"><li>Crisis: When Traditional Communications Won’t Work</li></ul>	8:30-4:00	6	--
	SEPTEMBER 2019			
3-5	ASCP Level 2	8:30-4:00	--	--
4-5	CPM ELECTIVE CLUSTER 4	8:30-4:00	12	--
6	<ul style="list-style-type: none"><li>The 7 Habits of Highly Effective People</li><li>7 Habits for Managers</li></ul>	8:30-4:00	6	--
9-13	Basic Supervisory Course	8:30-4:00	*30	--
9-13	CPM Level 3	8:30-4:00	--	--
16-18	ESCP Level 4	8:30-4:00	--	--
23-25	ASCP Level 2	8:30-4:00	--	--
23-27	CPM Level 2	8:30-4:00	--	--
30-Oct 4	CPM Level 5	8:30-4:00	--	--
	OCTOBER 2019			
1-3	HRCP Level 2	8:30-4:00	--	--
7-11	Basic Supervisory Course	8:30-4:00	*30	--
14-15	CPM ELECTIVE CLUSTER 5	8:30-4:00	12	--
	<ul style="list-style-type: none"><li>CC-201: Crucial Conversations</li></ul>			
21	ASCP ELECTIVE CLUSTER 2	8:30-4:00	--	6
22	<ul style="list-style-type: none"><li>AC-201: Cultural Diversity Part 2</li></ul>	8:30-11:30	--	3
22	<ul style="list-style-type: none"><li>AC-201: Navigating the Road to Success</li></ul>	1:00-4:00	--	3
23	<ul style="list-style-type: none"><li>AC-101: Communicating to Build Relationships</li></ul>	8:30-11:30	--	3
23	<ul style="list-style-type: none"><li>AT-201: Overview of Government Part 2</li></ul>	1:00-4:00	--	3
23	<ul style="list-style-type: none"><li>AC-201: Positive Work Environment</li></ul>			
21	CPM ELECTIVE CLUSTER 6	8:30-4:00	6	--
22	<ul style="list-style-type: none"><li>CM-201: Grant Writing</li></ul>	8:30-4:00	6	--
23	<ul style="list-style-type: none"><li>Protecting the Public Trust</li></ul>	8:30-4:00	6	--
24	<ul style="list-style-type: none"><li>CC-201: Succession Planning</li></ul>	8:30-4:00	6	--
25	<ul style="list-style-type: none"><li>Workplace Violence Prevention</li></ul>	8:30-4:00	6	--
25	<ul style="list-style-type: none"><li>Advanced Writing for the CPM Program</li></ul>			
28-Nov 1	CPM Level 6	8:30-4:00	--	--
28	ASCP ELECTIVE CLUSTER 2	8:30-4:00	--	6
29	<ul style="list-style-type: none"><li>AC-201: Cultural Diversity Part 2</li></ul>	8:30-11:30	--	3
29	<ul style="list-style-type: none"><li>AC-201: Navigating the Road to Success</li></ul>	1:00-4:00	--	3
30	<ul style="list-style-type: none"><li>AC-101: Communicating to Build Relationships</li></ul>	8:30-11:30	--	3
30	<ul style="list-style-type: none"><li>AT-201: Overview of Government Part 2</li></ul>	1:00-4:00	--	3
30	<ul style="list-style-type: none"><li>AC-201: Positive Work Environment</li></ul>			
	NOVEMBER 2019			
4-8	Basic Supervisory Course	8:30-4:00	*30	--
4-8	CPM Level 2	8:30-4:00	--	--
12-14	HRCP Level 3	8:30-4:00	--	--
12-14	ASCP Level 3	8:30-4:00	--	--
18-19	CPM ELECTIVE CLUSTER 7	8:30-4:00	12	--
	<ul style="list-style-type: none"><li>CC-201: The 7 Habits of Highly Effective People</li></ul>			
21-22	CPM Executive Seminar (for participants in CPM Level 6)	8:30-4:00	14	--
	DECEMBER 2019			

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2-6	Basic Supervisory Course	8:30-4:00	*30	--
2-6	CPM Level 3	8:30-4:00	--	--
9-11	ASCP Level 3	8:30-4:00	--	--
	<b>ESCP ELECTIVE CLUSTER 1</b>			
16	• EC-201: Powerful and Painless Presentation Skills for Support Staff	8:30-4:00	--	6
17	• EC-201: Building Your Network	8:30-11:30	--	3
17	• EC-101: Your Purpose Pathway: Five Steps along the Way	1:00-4:00	--	3
18	• EC-101: Working Smart: How to Get Along, Get Noticed, Get Ahead	8:30-11:30	--	3
18	• EM-201: Workplace Collaboration	1:00-4:00	--	3
	<b>CPM ELECTIVE CLUSTER 8</b>			
16	• Everything DiSC Workplace	8:30-4:00	6	--
17	• Creating Your Own Personal Brand	8:30-4:00	6	--
18	• Respect in the Workplace	8:30-11:30	3	--
18	• Emotional Intelligence: More Than One Kind of Smart	1:00-4:00	3	--
19	• Advanced Writing for the CPM Program	8:30-4:00	6	--
20	• CPM Project Workshop	8:30-4:00	6	--